



STATE OF WASHINGTON

## DEPARTMENT OF AGRICULTURE

P.O. Box 42560 • Olympia, Washington 98504-2560 • (360) 902-1800

### Recordkeeping Information

**DO NOT return these recordkeeping forms to the Organic Food Program with your application.** These forms are for your own records. Records of material applications must be available during your inspections.

**NOP§ 205.103 Recordkeeping by certified operations states:**

- (a) A certified operation must maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold, labeled, or represented as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s)).”
- (b) Such records must:
  - (1) Be adapted to the particular business that the certified operation is conducting;
  - (2) Fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;
  - (3) Be maintained for not less than 5 years beyond their creation; and
  - (4) Be sufficient to demonstrate compliance with the Act and the regulations in this part.
- (c) The certified operation must make such records available for inspection and copying during normal business hours by authorized representatives of the Secretary, the applicable State program’s governing State official, and the certifying agent.

You may use the **Organic Material Application Record** forms included with this application to record materials applied. You may make copies of this form as necessary.

If you have further questions pertaining to recordkeeping requirements contact the Organic Food Program at (360) 902-1805 or email: [organic@agr.wa.gov](mailto:organic@agr.wa.gov).



## Organic Material Application Record

Washington State Department Of Agriculture  
Organic Food Program

**Instructions:** You must record all materials applied to organic crops. You may use this form to record your material applications or develop your own record keeping system. **DO NOT return this form with your application.**

Name:		Farm or Business Name:		Certification number:	
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Product Name	Type of material	Source of material	Field or area where material was applied	Date of application	Quantity applied	Application rate
Ex. 1 Calcimax	Chelated fertilizer	Yakima supply company	Apples – big A block (10 acres)	5/17/02	10 quarts	1 quart/acre
Ex. 2 Chicken Manure	Manure	Prague egg farm, Olympia	Brassica and corn beds	3/24/02	10 wheelbarrows	5 wheelbarrows per bed



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